G. R. S. IX-5]

Previous references.

File No. 54-14

1914.5

Serial Nos. 1

(Genl. Mis)

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for April 15

SUBJECT.

Introduction of the Revised Office Manual, General & Rev. Secs.

S. I. No. S. 11805 of 29.6.15.

Offic. Memo.

Directs the issue of the revised Manual of G.R.S. and states that the index shall come into force from 1.5.15

W D 88—GPB—50,000—24-7-16

№ 39.
18.2.13

G.M. 54-14

C²

NOTE.

***

I shall be glad to have a note explaining briefly -

(1) whether the Secretariat Re-organization sanctioned in 1904 is in full working order?

(2) What suggestions the Secretary would make for improving the methods of work, in the light of the experience gained here, and also after studying the Bombay system?

(3) How far the system of recruitment as laid down in the Office Manual has been worked in practice, and whether any and if so what, revision is needed?

(4) Any other connected matters upon which information may be of value for improving the efficiency of, and despatch of work in, the Secretariat.

15.2.13 LB

The Rec' will forward a note as submitted through the Dep' Secy by the End of the month

LB 17/2 Done 18/2

G.H.S. 18]

Routine Notes

[To be used only for notes, requisitions, etc., not intended for permanent record.]

3 The four points upon which information is called for by the Dewan are being discussed in detail in meetings of the Heads of Branches and the Registrar presided over by the Dy. Secy

These meetings are being convened on Sundays and other holidays to suit the convenience of the Heads of Branches as it cannot afford to be absent from their branches during office days. This work is expected to be completed by the end of March

R Narasimhan
26/2.

Dy. Secy. 4 For perusal.

Secy.

Dewan
26/2

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—25,000—11-11-11

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

5 This may be ~~reported~~ submitted to me Every Monday with a report thereon made on the work

23
27/4

Drew
28/2

6 The work done during the last two Sundays is embodied in the Collections put up.

Dy. Secy

RR.
3/3.

7 Please vide the prop recorded here It talks me to discuss d oville points

Drew
3p

8 Seen & ret

23
4/3

Drew 4/3

9 The rules & practices have been considered in detail & the R. now of the off. Han are being assem variation. The proposed revis are embodied in the copy of Manual put up.

Dy. Secy.

RR
10/3

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—25,000—11-11-11

(5

Q. M. 5414

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record]

10

Chapters I, II & part of IV of the Med Manual were dealt with on last Sunday (9-3-13). - Progs in the Lucknow file

Draw 12/3

Secy)

11 Seen & noted with thanks

WB 12/3

Draw 12/3

12

The 5th meeting came off on Sunday the 16th inst & Chapters III & part of IV up to Rule 114 were considered. The changes proposed are noted in the Linked file.

Bn. 17/3.

Dy Secy)

Draw 18/3

Secy)

WB 18/3 Draw 18/3

13

During the 6th days proceedings the remaining portions of Chapter IV and Chapters V VI & part of VII up Rule 214 were considered. The amendments proposed are noted in the Linked file Thro' Dy. Secy

Secy)

Bn. 24/3 Draw

GPB—25,000—23-7-12

14 O Keen

I shall see what I know when this work can be completed

WB 28/3

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

(6

G 2e 54-14

G.R.S. 131

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record]

15 Four to Six weeks more will suffice We are doing our best to finish the work well and soon.

Drew 25/3

Secy

16 I would request Dep^t Secy to kindly see that the work is furnished by Mr Ewart & Sons as mentioned

25/3 Drew 26/3

7 The remaining rules of the office manual were considered during the last two Sundays & the changes proposed noted in linked file

Dep. Secy 8/4.

Drew 8/4

Secy

16 Seen 8/4 Drew 8/4

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—25,000—23-7-12

R3

(7)

G. R. S. 12]

General and Revenue Secretariat.

Ghee File No. 54 of 191 4

Serial No.

19. All the amendments & additions proposed in committee have been duly posted up in a separate copy of the Manual. The file is submitted for orders

Bhavanisankaran
12.7.13.
14.

Dy Secy,

20 Let us have a final meeting about this - on Sunday the 27th instant - from 12 noon: The business to be done will be as follows:—

(a) Consideration of the proposals of Mr L. N. Rao.

(b) Arrangement of the matter or business transacted by the meetings.

& (c) Drafting of a Report of Submission of the same.

A draft of (c) may be roughly sketched out by the Reg beforehand giving general details:— The Reg. will kindly circulate a Memo to this effect to Supts & Asst Supts in charge of Brs I to VI

Done
21/7

enclosed
21.
22/7

21 The subjects stated above were duly considered at the meeting on the day fixed. One copy of the office manual has been duly posted up with all the additions & alterations approved in committee and a note summarising

X Flag A.

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

G. R. S. 12]
General and Revenue Secretariat.

File No. 52 of 1914

Serial No.	
	The business transacted during this and the previous meetings is put up. Mr. T. Lakshmanaramma Rao's note on certain questions of procedure and the typed copy of the Bombay Rules of Sectt. business are also put up.
	B. Narainswamiengar 4.8.12
	Dy Secy. 22 As decided by the Dewan, the whole procedure question of the G.A.S. has been gone through thoroughly in 23 meetings. The results are shown in the file lusted & the Note of Submission annexed thereto has also met with the approval of the meeting. There is a consensus of opinion about the necessity for the proposed changes among the Suptts, Heads of Branches, the Reg. & myself. With permission, a printed proof of the manual will be ordered in due course. Dy Secy of State 5/8 Dy Secy of State

NOTE—Contn. sheet

GPB—50,000—25-2-07

(9

Ghe 54-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

23

3 meetings of Staff Officers were held on the following dates

1. 2. 14
28. 3. 14
1. 4. 14

When and the important amendments, alterations & additions were considered. The further amendments proposed are embodied in the list of amendments pages 139 to 159

Leeyl

B.M.
15/4

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—20,000—23-12-13

G. R. S. 12]

General and Revenue Secretariat. G.2m File No. 54 of 1914

Serial No.

24 1. The Deputy Secretary held 23 meetings of the Registrar, the Superintendents and Assistant Superintendents mostly on Sundays and holidays to discuss the question of the Secretariat Manual. As a result of these discussions, the Manual was thoroughly revised and brought up to date, some obsolete rules and forms of procedure being omitted, others which are not provided in the Manual but have since come into vogue being added and some useful additions and modifications being made, based on the Bombay Secretariat Rules (a copy of which was kindly furnished by the Dewan).

25 2. The Manual as thus revised was circulated to all the Secretariat officers and the various alterations and amendments proposed therein were fully considered and discussed at three meetings of the Secretariat officers consisting of myself, Mr.Balasundaram Iyer, the Deputy Secretary, the Under and the Assistant Secretaries; and the revised Manual was finally passed in the form in

NOTE—Contn. sheet.

GPB—60,000—7-11-13

which

Memo 572-13

(11) 10

G. R. S. 12]

General and Revenue Secretariat. File No. 52 of 1914

Serial No.

which it is now submitted. The revised Manual will, if permitted, be sent to the Press and a printed proof obtained and submitted for approval

26 3. It may be mentioned that in the revised Manual, the scale of clerkships in the Secretariat and the rules of recruitment are left unaltered. On both these points, separate proposals have been submitted to the Dewan; and if they are sanctioned, they will have to be inserted in the Manual in place of the existing rules on these matters.

Dewan

16/4/14

Dewan 16/4

8979 16.4.14

Recd from P.J.D on 16-5-14

27 The draft, as now revised, may be sent to the Press and printed proofs obtained.

28 A copy of the proof may, when received, be forwarded to the Members of Council for favour of remarks or any suggestions they may wish to make. A copy may also be sent to the Financial Secretary for favour of his opinion.

29 The scheme relating to the scale of establishment

NOTE—Contn. sheet.

GPB—60,000—7-11-13

G. R. S. 12]

General and Revenue Secretariat. G Rc File No. 574 of 1914

Serial No.

establishment, &c., is under separate consideration and may be incorporated in the revised Manual after the same is finally sanctioned by His Highness.

30 The Secretary, Deputy Secretary and the Registrar deserve credit for the expeditious manner in which they have dealt with this important matter I earnestly hope that a finished Manual will be ready for use within a couple of months.

31 Fifty interleaved copies may be eventually supplied to all the Secretariat officers including the Superintendents for noting any suggestions that may occur to them.

32 In consultation with Mr. Yates, the Manua may be printed either in the Government Press or in a private press, whichever course may be found to be expeditious.

33 19.5.14 - RC

Reg. will Kindly consult Mr. Yates & let me know the result before the Dasara tomorrow.

Dasara
21/5

34 I consulted Mr. Yates. He is agreable to do the work but he is only afraid that the time allowed is not enough. I have given him 3 pages (1, 2 & 3) of the revised manual as he wanted to print the same in various styles and send them up for approval tomorrow

NOTE—Contn. sheet.

GPB—60,000—7-11-13

(13)

G. R. S. 12]

General and Revenue Secretariat. Genl File No. 54 of 1914

Serial No.

On receipt of the printed pages a formal reference to print the manual in the approved style has to be made

Vide, noting here

Brahmasamudram
22.5.14

Dy Secy.

25/5

Secy. 35 Seen

Draun 23.5.60 Rs

Subd

As directed by the Registrar the original MS Copy of the office Manual (Revised) has been given to Mr. Yates today. Draft requesting him to push on with the work expeditiously, as per form approved, is put up for favour of approval or other orders.

Draft 29.5.14.

Issue NR 29/5/14

Issued No. G-9741 & 29.5.14

NOTE—Contn. sheet.

G P B—60,000—7-11-13

G. R. S. 12]

General and Revenue Secretariat. | Rev File No. 57 of 1914

Serial No.	
	37) A copy of the proof duly corrected is submitted herewith for perusal. Some portions have since been revised to suit the requirements of the Revised Scale recently sanctioned and further amendments have been suggested consequent on the formation of Branch VI for approval. I have set forth all these points in detail in a separate memo submitted with the proof. I regret that the work had to be delayed on account of my absence at Mysore for over two months.
	Bharamsamudra 11.11.14.
	Dy Secy)
	Key
	38) A clean proof is necessary for submission to Govt. A list of points for alterations may also be submitted with such proof. The papers should be better arranged. Govt 14/11
	39) Draft calling for Proof is submd Vk. 16/11/14
	40) Issue at once Issued 16.11.14. Bn. 16/11.

NOTE—Contn. sheet.

GPB—60,000—7-11-15

G. R. S. 12]

General and Revenue Secretariat. G&R File No. 54 of 1914

MR 446-14
G
Hagg 4

Serial No.

41) A clean proof together with list of points for orders submitted.- vide parag 38 of the note.

R Narainda Iyer
10-12-14

Dy Secy

Secy
12/12/14

Requests Rao Sahib Abdul Rahim on 26/12 at 11.30 AM.

Dmc 24/12

Rao Sahib Abdul Rahim
24/12
26/12

I have been recorded my views on the list of points.

Dmc 25/12

Printing clerk to see me now.
25/12

A.D.S.N is necessary before submission to Diwan

Such of the items as have been approved on the list of points have been incorporated in the printed proof

Orders of the Diwan are necessary in regard to Rule 14 of the Revised Manual as noted on the list of points.

Lists of amendments
Manuscript revised
Manual returned here
15/1

Hagg

A copy of the old Manual has been duly posted up with the alterations & additions in red ink and will readily show the lines on which the Revision has been effected.

A draft Submission Note is put up as directed.

R Narainda Iyer
13.1.15

Secy
15

NOTE—Contn. sheet.

GPB—60,000—7-11-13

G. R. S. 12]

General and Revenue Secretariat.

Epc File No. 54 of 1915

Serial No.	
	Final proof of the draft revised Sect Manual and a draft Submission Nos are forwarded. The draft of the Press wants early orders as much type is locked up. Drawing Class - 15/1 Dhwan
3857 16-1-15	
	with two books in the file.

NOTE—Contn. sheet.

GPB—60,000—7-11-13

(17

Draft Commission note

I beg to submit for the approval of His Highness a printed proof of the General and Revenue Secretariat Office Manual thoroughly revised and brought up to date.

2. The Manual of office procedure now in force was compiled in 1904. Some rules and forms of procedure have become obsolete. Other rules and forms not provided in the Manual have since come into vogue.

3. These items were discussed in 23 meetings held from 23rd February 1913 to 27th July 1913 by the then --- Deputy Secretary (Mr. D.M.Narasinga Rao) with the Registrar and Heads of Branches mostly on Sundays and other holidays.

4. As a result of these discussions the obsolete rules and forms of procedure have been omitted and rules and forms since in use but not provided in the Manual incorporated. Additions and modifications based on the Bombay Secretariat rules have been adopted wherever desirable.

5. These amendments and alterations were discussed in 3 meetings of all the Secretariat Officers also.

6. The Manual as revised was passed for proof-in print and while it was being printed certain alterations were found necessary under the following circumstances and these have been also incorporated:-

1. Constitution of branches VI & VIII since; with the consequent reallotment of Heads of correspondence in the branches and change in the strength of the -- Establishment.

2. Sanction of the scheme relating to the revision of the General and Revenue Secretariat

(19

Establishment.

7. A copy of the Office Manual now in force with the proposed alterations and additions noted in red ink is also submitted herewith for perusal.

13/1.

6.2.15.

(10

Submitted to His Highness.

A

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2. The Manual of office procedure now in force was compiled in 1904. Some rules and forms of procedure have become obsolete. Other rules and forms not provided in the Manual have since come into vogue.

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6. The Manual as revised was passed for proof in print and, while it was being printed, certain alterations were found necessary under the following circumstances and these also have been incorporated:-

(1) Constitution of branches VI and VIII since

(2)

with the consequent reallotment of heads of correspondence in the branches and change in the strength of the establishment.

(2)Sanction to the scheme relating to the revision of the General and Revenue Secretariat establishment.

B

7. A copy of the Office Manual now in force with the proposed alterations and additions noted in red ink is also submitted herewith for perusal.

M. Viswanath

10th Jul 1952

(28)

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Printed proof of the General and Revenue Secretariat Office Manual revised and brought up to date.

730

Order.

~~KRW~~

11/2/15

12.2.15

13/2

13/2

(23

R. S. 12]

General and Revenue Secretariat. G. Br File No. 57 of 1914.

Serial No.	
	Note if there is anything more to be done before sending this to Press. BK. 13/2
	Submitted. A preface to the revised edition appears to be necessary. MR 18/2/15.
	Please put up a typed copy of the draft preface to the Revised Manual. BK. 18/2
	Typed copy submitted. MR. 18/2
	Preface to the Revised Office Manual submitted for approval. This will also be incorporated in the new edition. A strike under the Press Queen. Bhavaingamcar. Dy Secy. 18.2.15 20
	Issued No. 3. 905-7 of 20.2.15
	Please put up a typed copy of the preface as per pencil draft submitted for approval. 20/2/15 RK.

NOTE—Contn. sheet.

GPB—60,000—7-11-13

P 10

G. R. S. 12]

General and Revenue Secretariat.

Educ File No. 84 of 1914

Serial No.	
	Typed copy submitted
	W. 23.2.15 Macaimsamiyar 23.2.15
	Secy. Draft revised & approved. Early action may be taken
	Dr. 26/2
	The prefaces may be sent to Press Dr. 26/2
	Rn. 26/2
	Draft submitted.
	MR 26/2 W. Issue. Note about contents & whether it has been sent to Press.
	Rn. 26/2
	Issued No. S. 9394/one dt 26/2/15

NOTE—Contn. sheet.

GPB—60,000—7-11-13

G. M. 84-14 (18

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Flag V

D 9, Mar, 15

D.O. To C.H. Yates Esq. Supdt. Govt. Press asking when The G.R.S. Manual will be ready

—

Flag W

D.O. D 9, Mar, 15 from C.H Yates Esq, Supdt, Govt Press - States that it would take several weeks to get the manual Through the Press as its nature prevents its being hurried through. and he is giving his personal attention to it and has passed 32 pp.

—

Flags X and Y.

Submitted.

Proofs of Manual proper was sent to the Press on 20, Feb, 1915 and Prefaces + contents on 26, Feb, 1915. There were not many alterations in either of them.

MR
10/3/15

Submitted for perusal. Under the circumstances Mr. Yates may be requested to send the copies in the 1st week of April if possible

MR,
10/3

By Secy

Yes
MR
10/3/15
Put up draft.
MR.
10/3

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

Q. No. 54-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft submitted.

MVR. 10/3/15

Put up fair draft

BM. 10/3.

Fair Draft Submtd

10/3/15

Issue & results

BM. 10/3

Issued MVR. 10/3/15

Returned

11/3/15

Subt for perusal

BM. 11/3.

Seen

Personally examined & seen by the Secretary.

BM. 11/3

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please see D.O. from Mr. Yates about the no of copies & the title page. Put up draft inviting his attention to our letter intimating to him the no of copies required and sending a copy of the title-page for incorporation in the manual. The Secy has revised the title page in the interleaved copy put up herewith.

Rn.
12/3.

Draft Submitted
MR.
12/3/15

Issue at once
Rn.
12/3.

Issued
Rn.
12/3/15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

(18

I submitted this to the Secy. and he is agreeable to the recommendation. Put up draft reply for our perusal. HN. 14/3

Mysore Government Press,

Bangalore 17. 3. 1916

Dear Sir,

I enclose proof of "Manual of R.S." for your approval. I have omitted Mr. before the compilers name, as it is not usual but it to appear on a title page. Of course if you wish it to appear I will insert it

Yours sincerely

C.W. Gates

V. Narayanaswami Iyengar, Esq., B.A., B.L.

Registrar, G.R.S.

125

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

No G.10057 § 18/3/15

Draft to the ~~Superintendent~~, Government Press approving of the omission of mr before the compiler's name submitted

MR. 18/3/15

Issue as revised

Issued 18/3/15

Initials 18/3

No G.10057 § 18.3.15 – To Mr Supdt G.P. approves this suggestion to omit Mr before the Compiler's Name Submitted

A Last batch of proofs of prefaces contents of G.R.S manual sent by Press on 30 March 1915 was returned corrected and revised on 1st April 1915

The copies are not yet received although they were due last week.

MR. 1/4/15 We may wait till next Monday.

15/4/15

yes

Initials 15/4

The draft D.O. put up may issue, if appd.

19.4.15

Issue Copy

Initials 19/4

Issued 19/4/15

20. No. G.11364 § – 19.4.15. To Mr Yates

Read 3.4.15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

(30

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Enquires when the Copies of Manual will be ready

From the same D.O. No: ME 19.4.15 informes that the Copies will be ready for delivery by next Saturday

Submitted to the Registrar for information

for perusal

Dy Secy & Secy

Drwr 24/4

Twenty-five copies of the sample submitted herewith are sent to the Records

375 copies more on ordinary paper & 50 copies on better quality of paper are still due.

Orders are solicited as

† by the G.D. Section with no covering letter.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Urgent

Bring up

Rv.
27/4.

regards the disposal of the copies now received

AR
26/4/15. anne 26/4/15

Can get a few superior copies for submission to the Secretary

Rv.
26/4

Lubd. write a draft D.O

AR
27/4/15. for appl anne 27/4/15

Issue + reimbursement with 3 copies

Rv.
27/4.

Three hundred + twenty five (325) more copies on ordinary paper have since been received

The draft approved need not therefore issue

Three copies are submitted herewith as personally instructed

Instructions are also solicited as regards the distribution of copies

* one copy has been subd. in pers. on
+
12 copies are now subd.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G. No 54-14 [32

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

now received.

27/4/15. 27/4/15

350 ordinary copies of the Revised Manual have been received out of 400 ordinary and 50 interleaved copies required to be supplied and will be distributed amongst the officials. Two copies are put up for perusal. The office memo containing the adoption of the procedure laid down in the Revised Manual appears to be necessary. A draft memo is put up for approval.

28/4.

Dy Secy

Only one copy is found in the file

S.R. 29/4/15

Send a few copies to Simla Secretariat

29/4/15

29/4

Issue draft.

29/4

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G. R. S. 12]

General and Revenue Secretariat. | G-8m File No 54 of 1914-15

Serial No.	
1	G.M. No. G. 11.8.05 & 29.4.1915 Directs the issue of the revised Manual in question and states that the office procedure of the G.R.S. shall be in accordance with the rules therein laid down from 1st May 1915

NOTE—Contn. sheet.

GPB—60,000—7-11-15

Draft. G.Dn. 54-14

G. M. No. G.11805

& 29. 4. 1915

Some of the rules and forms of office procedure of the General & Revenue Secretariat as contained in the Manual now in force have become obsolete and new rules and forms since introduced do not find a place therein.

A revised Manual brought up-to-dat is now issued and the office procedure of the General & Revenue Secretariat shall be in accordance with the rules laid down therein from 1st May 1915.

29/4

Offg. Secy. to Govt.